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**From:** Nassif, Julianne (DPH)  
**Sent:** Thursday, February 02, 2012 10:51 AM  
**To:** Fuller-Jones, Sydney (DPH)  
**Subject:** RE: Room Reservations For Drug Lab Meetings

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**From:** Fuller-Jones, Sydney (DPH)  
**Sent:** Thursday, February 02, 2012 10:43 AM  
**To:** Nassif, Julianne (DPH)  
**Subject:** RE: Room Reservations For Drug Lab Meetings

Good Morning Julie,

How are you?

That is exactly what I did, I scheduled them all for the last week of the month. I am going to send them out to everyone in the Drug Lab.

Thank you,

Sydney

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**From:** Nassif, Julianne (DPH)  
**Sent:** Thursday, February 02, 2012 10:11 AM  
**To:** Fuller-Jones, Sydney (DPH)  
**Subject:** RE: Room Reservations For Drug Lab Meetings

I would like them scheduled the last week of the month.

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**From:** Fuller-Jones, Sydney (DPH)  
**Sent:** Thursday, February 02, 2012 8:06 AM  
**To:** Nassif, Julianne (DPH)  
**Subject:** FW: Room Reservations For Drug Lab Meetings

Good Morning Julie,

The meetings for the Drug Lab have been confirmed on the Visual Time Scheduler. I see that Peter Piro is asking for the meetings to be held on the second Thursday of the month. Please advise.

Thank you,

Sydney

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**From:** Mann, Jennifer (DPH)  
**Sent:** Wednesday, February 01, 2012 3:14 PM  
**To:** Fuller-Jones, Sydney (DPH)  
**Subject:** RE: Room Reservations For Drug Lab Meetings

Hi Sydney,

I put the five meetings listed below on the schedule in Visual time.

Jennifer

Jennifer Yeaple Mann, MSLIS  
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William A. Hinton  
State Laboratory Institute Medical Library  
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**From:** Fuller-Jones, Sydney (DPH)  
**Sent:** Wednesday, February 01, 2012 1:28 PM  
**To:** Mann, Jennifer (DPH)  
**Subject:** Room Reservations For Drug Lab Meetings

Hello Jennifer,

Hope all is well.

I am writing to request room reservations for Room 123, for the following Wednesdays:

February 29<sup>th</sup>, 11am – 12pm  
March 28<sup>th</sup>, 11am – 12pm  
April 25<sup>th</sup>, 11am – 12pm  
May 30<sup>th</sup>, 11am – 12pm  
June 27<sup>th</sup>, 11am -12pm

Please let me know when and if these are confirmed.

Thank you,

Sydney